

## SPECIAL EVENTS CHECKLIST

This checklist is designed to assist you in determining the required forms for your event.

NAME OF EVENT: \_\_\_\_\_

### PLEASE CHECK ALL THAT APPLY:

- \_\_\_\_\_ If the event is in a park/bike path, complete a **Park Permit Application**. Contact the Parks Department at 441-7847. If any money will be exchanged on park land, a license from the **Parks Department** is **required**.
- \_\_\_\_\_ If tents larger than 200 sq. ft. will be used, **complete a Tent Permit Application**. Contact Building & Safety at 441-7521.
- \_\_\_\_\_ If food will be available, **complete a Food Handlers Permit Application**. Contact Health Dept. at 441-8000.
- \_\_\_\_\_ If the event is in the street, you will need street barricades. Contact a private barricading company listed in the yellow pages.
- \_\_\_\_\_ Will fencing be needed? If so, **orange plastic fencing is recommended**. See fencing requirement for SDL's below.
- \_\_\_\_\_ If the event is on the sidewalk, you will also need to complete a **Sidewalk Closure Permit**. Contact Building & Safety at 441-7521.
- \_\_\_\_\_ Do you need parking space on City streets or lots? **Public Works-Traffic will need to approve temporary "No Parking" sign postings**.
- \_\_\_\_\_ Are you going to need meters hooded or temporary no parking? If so, **contact Public Works-Greg Topil at 441-8237 or Jim Tompset at 441-7486 for a Meter Hooding Permit**.
- \_\_\_\_\_ If alcohol will be served, complete a **Special Designated License form**. Contact City Clerk at 441-7438 or LPD-Russ Fosler at 441-7638. **If an outdoor event**, fencing & Police Officers are required. Contact Events Team/LPD will advise number of officers needed. **Server training is required, even for volunteers**. Effective 2/4/04, NLCC Title 237, Chapter 2, Section 013.03F now requires 2 rows of fencing, placed 4' apart.
- \_\_\_\_\_ If there are going to be fireworks, complete a **Fireworks Application**. Contact Bureau of Fire Prevention at 441-7791.
- \_\_\_\_\_ Are there going to be open fires? If **yes**, explain on Special Events form.
- \_\_\_\_\_ Will there be a public dance? Teen dance? Adult dance? If so, complete a **Dance Permit Application**. Contact City Clerk at 441-7437.
- \_\_\_\_\_ Will there be admission charged (a gate fee)? If so, how much? \_\_\_\_\_ **(Note in Special Events Application.)** Gate fees on public property require a non-profit sponsor, **attach a letter from the organization** with your application to City Clerk.
- \_\_\_\_\_ If there are bands or amplified music after 10:00 p.m., a **Noise Variance Permit** is needed. Contact Health Dept. at 441-8000.
- \_\_\_\_\_ Will anything be sold on city property? If not, on a closed street only? Balloons? Flowers? Food? **Complete a list of vendors**.
- \_\_\_\_\_ Will animals be involved? If so, complete an **Animal Permit Application**. Contact Animal Control at 441-7900.

**ALL FORMS SHOULD BE SUBMITTED WITH THE SPECIAL EVENTS APPLICATION.**

## SPECIAL EVENT SUMMARY

NAME OF EVENT: \_\_\_\_\_

DATES: \_\_\_\_\_

STREET CLOSURE LOCATION: \_\_\_\_\_

Starting Time: \_\_\_\_\_  
Ending Time: \_\_\_\_\_

Date: \_\_\_\_\_  
Alternate: \_\_\_\_\_

SIDEWALK CLOSURE LOCATION: \_\_\_\_\_

FENCING MATERIAL TO BE USED: \_\_\_\_\_

GATE FEES: \_\_\_\_\_

LIQUOR SERVED – SDL PERMIT ON FILE?	YES _____	NO _____
TRAINING? (Including Volunteers)	YES _____	NO _____
Will wrist bands be used?	YES _____	NO _____
Police Officers are <b>required</b> !		

EXPECTED ATTENDANCE: \_\_\_\_\_

MAXIMUM ATTENDANCE AT ANY ONE TIME: \_\_\_\_\_

OCCUPANCY (*set by Fire Inspector*): \_\_\_\_\_  
DATE \_\_\_\_\_ FIRE INSPECTOR SIGNATURE \_\_\_\_\_

NUMBER OF PORTABLE TOILETS: \_\_\_\_\_ PORTABLE TOILETS LOCATION: \_\_\_\_\_

VENDORS? YES \_\_\_\_\_ NO \_\_\_\_\_ If **YES**, please attach list.

FOOD HANDLERS PERMITS? YES \_\_\_\_\_ NO \_\_\_\_\_ If **YES**, please attach copy.

PLEASE EXPLAIN MANNER IN WHICH VOLUNTEER WORKERS WILL BE IDENTIFIED: \_\_\_\_\_

ACTIVITIES PLANNED? YES \_\_\_\_\_ NO \_\_\_\_\_ If **YES**, please attach list.

CLEANUP (explain who, how, & when): \_\_\_\_\_

# SPECIAL EVENT PERMIT APPLICATION

LMC Chapter 14.32

FEE: \$45.00 per day (if for consecutive days, only one \$45 fee due)

**INSURANCE & BOND ARE REQUIRED!**

**RETURN TO:**

City Clerk's Office, 555 S. 10<sup>th</sup> St., Room 103, Lincoln, NE 68508

**SUBMIT APPLICATIONS A MINIMUM OF 4 WEEKS IN ADVANCE.**

*Each question must be completely answered & all attachments included OR  
your application will be returned as **incomplete!***

**Please PRINT using blue or black ink only.**

APPLICANT'S INFORMATION					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT PERSON:		PHONE #:		FAX # :	

ORGANIZATION (if applicable)					
NAME:					
STREET ADDRESS:					
CITY:		STATE:		ZIP:	
CONTACT PERSON:		PHONE #:		FAX # :	

## EVENT INFORMATION

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours of event(s): \_\_\_\_\_

Rain Date(s): \_\_\_\_\_ Projected Attendance: \_\_\_\_\_

Duration (include time for set-up and tear-down): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

**Explain in Detail Exactly What You Are Wanting to Do:** (ie., if using street, what you are going to have in the street, if using the sidewalk, what you are going to have on the sidewalk, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Street(s) Name(s) **(attach a map):** \_\_\_\_\_

Arterial Street(s): \_\_\_\_\_ Yes \_\_\_\_\_ No  
Sidewalk Only: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Both Street & Sidewalk: \_\_\_\_\_ Yes \_\_\_\_\_ No

Business, Commercial or Industrial District: \_\_\_\_\_ Yes \_\_\_\_\_ No

### **MANNER** **(check all that apply)**

- **Noise**  
Noise Disturbance **(attach details)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Variance \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Public Dance **(attach Dance Application)****  
Teen \_\_\_\_\_ Yes \_\_\_\_\_ No  
Adult \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Commercial Activity**  
Signs **(Attach Specifications)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Advertising **(Attach Detailed Plans)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Sales **(Attach Vendor List)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Alcohol Sales **(Attach Special Permit)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Police Officers Required, Contact LPD  
Server training required, even for volunteers  
Gate Fee \_\_\_\_\_ Yes \_\_\_\_\_ No  
Consent Forms \_\_\_\_\_ Yes \_\_\_\_\_ No  
Non-Profit Tax Exempt Designation \_\_\_\_\_ Yes \_\_\_\_\_ No  
Cost per person/couple? \_\_\_\_\_
- **Devices & Equipment**  
Inflatable Devices **(Attach Details)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Powered Equipment **(Attach List)** \_\_\_\_\_ Yes \_\_\_\_\_ No  
Powered Sound Systems \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Live Animals **(Attach Description)****  
Animal Permit from Health Dept. **(Attach Copy)** \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Spotlights, Lasers or Fireworks **(Attach Specifications)**** \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Race or Competition **(Attach Detailed Plans)**** \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Booths/Structures **(Attach Plans / Specs.)**** \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Fencing *(Orange plastic or 6' chain link recommended)*** \_\_\_\_\_ Yes \_\_\_\_\_ No

### **FEES**

*Payment must be submitted **with** application.*

- \$45 Special Event Application Fee **\*Attached** \_\_\_\_\_ Yes \_\_\_\_\_ No
- Special Event Fees **(List Attached)** \_\_\_\_\_ Yes \_\_\_\_\_ No
- Other Permit Fees Attached to Individual Applications \_\_\_\_\_ Yes \_\_\_\_\_ No

## COMPLIANCE BOND

*Must be submitted **with** application.*

**Agreement:** The applicant, on behalf of the applicant and the applicant's organization (if applicable) hereby agrees to comply with the terms & conditions of this permit & all related municipal ordinances, rules, regulations & other laws applicable to the Special Event.

- \$5,000 Compliance Bond **(\*attached)** ☐ Yes ☐ No

## INSURANCE

*Must be submitted **with** application.*

- \$1 million (c/s/l) ACORD form **(\*attached)** ☐ Yes ☐ No
- City named Additional Insured ☐ Yes ☐ No
- **30 day** Cancellation notice to City Clerk ☐ Yes ☐ No

## HOLD HARMLESS AGREEMENT

**Please read, sign & date the Hold Harmless Agreement below & have your signature witnessed at the time you sign:**

The applicant, on behalf of the applicant and the applicant's organization (if applicable) hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of or related to this permit or the permitted Special Event, or activities related to the use requested that is caused by the applicant, or anyone directly or indirectly employed, authorized, or under the direction of the applicant, or anyone for whose acts any of them may be liable for. This agreement shall not require the applicant to indemnify or hold harmless the City for any losses, claims, damages and expenses arising out of the sole negligence of the City.

The City shall not be responsible nor be held liable for any damage consequent upon the use, misuse or failure of any equipment used by Applicant or anyone directly or indirectly employed by Applicant. The Applicant's acceptance or use of any City equipment shall mean that Applicant accepts full responsibility for any loss or damage to the equipment while the equipment was used or under the control of Applicant, or anyone directly or indirectly employed by Applicant. In addition to paying for any such damage to the equipment itself, the Applicant hereby agrees to indemnify and hold harmless the City, its officers, agents and employees from and against claims, damages, losses, and expenses including attorneys fees arising out of the use, misuse or failure of such equipment. Such indemnification applies regardless of whether such damage or loss is incurred by any employee or property of Applicant, the City or other persons. Such indemnification shall not be qualified or reduced in any way because the City may have provided the subject equipment (regardless of associated fees) to the Applicant.

**The undersigned person, as the Applicant, does hereby agree to comply with all related municipal ordinances, rules, regulations, and other applicable laws.**

**The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application and to lawfully bind the Applicant (and the Applicant's Organization, if applicable) to the terms and conditions herein.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Witness

***Applications are available on the City's web site at "www.lincoln.ne.gov"***

## CONTACT LIST - BEFORE THE EVENT

**PLEASE PRINT !!!!!**

**IF UNREADABLE OR NOT COMPLETED, APPLICATION WILL BE RETURNED!**

NAME OF EVENT: \_\_\_\_\_

ORGANIZER/APPLICANT INFORMATION			
NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL PHONE #:	
E-MAIL:		FAX:	

OTHER CONTACTS			
NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL PHONE #:	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL PHONE #:	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL PHONE #:	
E-MAIL:		FAX:	

NAME:		POSITION:	
ADDRESS:		CITY, STATE, ZIP:	
PHONE:		CELL PHONE #:	
E-MAIL:		FAX:	

## CONTACT LIST DAY OF THE EVENT

**PLEASE PRINT !!!!!**

***IF UNREADABLE OR NOT COMPLETED, APPLICATION WILL BE RETURNED!***

NAME OF EVENT: \_\_\_\_\_

[illegible]

## ACTIVITIES TO BE HELD AT THE SPECIAL EVENT

NAME OF EVENT: \_\_\_\_\_

[illegible]



## SITE MAP

NAME OF EVENT: \_\_\_\_\_

Draw a detailed site map placing all tents, activities, portable toilets, gates, cooking equipment & fences, including the approximate sq. ft. area to be used.

## SPECIAL EVENTS PETITION OF BUSINESSES AFFECTED BY EVENT\*

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

The businesses herein named **agree** with the **street or sidewalk closure or meter hooding** in front of their building for the duration of the special event named above:

[illegible]

**\* City Sponsored Events are exempt from completing the Petition.**

## REFERRALS

NAME OF EVENT: \_\_\_\_\_

**PUBLIC WORKS:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**POLICE DEPT.:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**FIRE PREVENTION BUREAU:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**PARKS DEPARTMENT:** *(only if event involves Park property)*

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**HEALTH DEPARTMENT:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**E-TEAM:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**MAYOR'S OFFICE:** *(only if appealed from Denial)*

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDATIONS OR COMMENTS: \_\_\_\_\_

\_\_\_\_\_